



16th November 2023

Dear Parents/Carers,

Heathmont East Primary School is looking forward to another great year of teaching and learning and would like to advise you of our voluntary financial contributions for 2024.

Heathmont East Primary School is very proud of the quality programs that we have put in place to cater for the needs and interests of our students. Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families enables us to sustain high quality learning programs and resources for all children.

Your voluntary financial support underlies the success and quality of the academic and co-curricular programs available to meet the diverse needs of our students, ensuring that we have the materials and facilities to run programs successfully and enable our students to 'Aim High.'

Heathmont East Primary School Council and its Finance Committee have worked closely with the Leadership Team and Business Manager to set recommended contribution amounts to meet the budgetary requirements of the school. This ensures that the provision of classroom resources, maintenance of our buildings and grounds, and upgrades to classroom technology are made available for the benefit and enjoyment of your, and all other children.

Within our school this support has allowed us to offer a wider range of specialist subjects including the introduction of Sustainability; enhanced digital learning opportunities including leasing additional laptops and iPads for student use, the provision of a maths toolkit for each classroom, upgrading our musical instruments, updating our decodable readers, and maintaining a modern Library. Buildings and Grounds projects undertaken in 2023 include:

- Gym refurbishment including a new kitchen, painting, and the installation of new heating and cooling;
- Asphaltting of staff carpark and walkway through to oval;
- Upgrade to the irrigation system in the kitchen garden;
- Installation of fake grass around the level 2 portables and oval goal square;
- Installation of planter boxes and seating; and
- Installation of a new fence across the raised garden in Louis Street facilitating a new play area for students.

We want to thank you for all your support, whether that's through contributions, fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

For further information on the Department's Parent Payments Policy please see a one-page overview attached.

Yours sincerely,


Anita Elliott
Principal


Benjamin Gordon
School Council President

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AIM
HIGH



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Level 6

Curriculum Contributions

Below is a list of items and activities which are essential for your child to learn the standard curriculum. Heathmont East Primary School will purchase student book packs on behalf of parents as we value inclusivity and equality among our students to ensure that every student has items with the same specifications and quality. Our school purchases these essential resources in bulk, enabling considerable savings from the school's sizeable buying power and the ability to claim the GST payable versus parents/carers purchasing through third party providers which is the current DET recommendation.

| Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum | Amount |
|--|--------------|
| 1. Student book pack 2. Digital Learning Pack <ul style="list-style-type: none"> • Essential Assessment Literacy • Essential Assessment Numeracy 3. Student wellbeing journal 4. Classroom consumables, materials & equipment 5. Printing and photocopying of worksheets and learning materials 6. Specialist program consumables for Art, STEAM, LOTE, Sustainability, Music and Physical Education | \$100 |
| Curriculum Resources Contribution | \$110 |
| ICT Contribution | \$100 |
| TOTAL | \$310 |

Curriculum Resources Contribution – These contributions directly fund a number of important curriculum areas and programs including resources for the shared use of students e.g. class sets for vital numeracy manipulatives (MAB, playing cards, trundle wheels, protractors etc.), critical literacy resources (guided and decodable reading books, take home reading books, dictionaries etc.), the maintenance and repair of musical instruments, replacement of sporting equipment, SSV membership, purchasing of inquiry, science, sustainability and LOTE resources. Students are provided with a journal to complete a range of school values, Respectful Relationships and PERMAH activities, along with goal setting and reflection, and keeping a reading log. Student journals further strengthen the home – school partnership, by encouraging school learning to continue within families.

Information Technology Contribution – software and equipment needed to sustain and enhance our ICT program.



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| OTHER CONTRIBUTIONS | |
|---|--------------|
| First Aid Contribution | \$60 |
| Grounds Maintenance Contribution | \$30 |
| TAX DEDUCTIBLE CONTRIBUTIONS | |
| Building Fund: A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. | \$40 |
| Library Fund: A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource. | \$20 |
| TOTAL OTHER CONTRIBUTIONS | \$150 |

Other Contributions

Parent contributions towards the voluntary payments is essential to maintain the quality of education that we provide at Heathmont East Primary School. In addition to the Curriculum Contributions parents are strongly encouraged to contribute to these funds, which are listed on the Compass Parent Portal as follows:

First Aid Contribution - School staff are employed to meet the first aid needs of students at HEPS, for which we receive no government funding. In addition, the school provides first aid consumables required to treat students and to meet student health needs when at school and offsite. Staff also undertake professional development in CPR, anxiety, asthma, anaphylaxis, epilepsy, and diabetes management on an annual basis.

Grounds Maintenance Contribution - to ensure that the school can continue to maintain our grounds to a high standard.

Tax deductible funds (the Library and Building funds) School council has established tax-deductible gift recipient status with the Australian Taxation Office for these funds:

The **Building Fund** aims to build reserves to supplement the capital works grant received by the Victorian Government. These reserves will be used to purchase items that are not part of the tender process e.g., modern furniture, heating, or air conditioning.

The **Library Fund** aims to purchase books and equipment needed to sustain a modern library facility.



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Total

| Category | |
|------------------------------|--------------|
| Curriculum Contributions | \$310 |
| Other Contributions | \$ 90 |
| Tax Deductible Contributions | \$ 60 |
| TOTAL CONTRIBUTION | \$460 |

School Council thank you in advance for your support to these voluntary funds, so that we will remain in a financial position to deliver future facilities upgrades and significant learning programs and resources for the Heathmont East Primary School Community.

Extra-Curricular Items and Activities

Heathmont East Primary School offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the curriculum. These are provided on a user-pays basis and are not part of the annual Financial Contribution process. Students who choose not to attend these events will remain in class and receive explicit teaching relevant to the curriculum. Details of these items and activities will be provided to students and families throughout the year.

For example:

- Opt-in sporting opportunities throughout the year such as the Cross Country, Athletic Sports, SSV Sport (District, Regional, State) Competitions.
- Camping program: Year 3 - Year 6.

Payment for these charges will be required directly through Compass prior to the event.

CSEF (CAMPS, SPORTS AND EXCURSIONS FUND)

Families holding a valid means-tested concession card or temporary foster parents are eligible for CSEF payments. Application forms for the CSEF will be available from the school office. Payments are made directly to the school and are tied to individual students.

Financial Support for Families

Heathmont East Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- Access to State Schools' Relief Committee support for clothing/uniforms (via HEPS Student Wellbeing).
- Payment plans for Extra-Curricular Items and Activities
- The Camps, Sports and Excursions Fund, which provides payments for eligible students to attend camps, sports and excursions.
- School Assistance Fund



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For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Rowena Broderick, Business Manager on 9729 5439, or email heathmont.east.ps@education.vic.gov.au

Payment methods

METHODS OF PAYMENT

COMPASS



Payments can be made via Course Confirmation and Payments.

1. Open **Course Confirmation and Payments** and select the payments that you would like to make.
2. Either **pay in full** or if you would like to **pro-rata** your contributions across multiple instalment dates, the school can offer a variety of ways to do this through Compass.
3. Complete your Debit/Credit Card details and submit.

BPAY

PAYMENT



Bill Code 87361

Bill Reference is located on your Family Statement. Contact the office if you would like your unique Bill Reference.



Credit card payments can be made in person at the school office.

Refunds

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information.

PARENT PAYMENTS POLICY

ONE PAGE OVERVIEW



FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) and the Victorian Pathways Certificate.
- Schools may invite parents to make a financial contribution to support the school.



PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.